



## **DURATIONAL REGISTER\* SECRETARY VACANCY FORM**

***\*TO BE CONSIDERED FOR THIS VACANCY YOU MUST BE ON THE CURRENT DURATIONAL REGISTER (previously applied for the Durational Register and passed all tests). IF YOU ARE NOT ON THE REGISTER, THIS REQUEST WILL NOT BE CONSIDERED.***

**If you are interested in being considered for a Secretary vacancy to be filled from the Durational Register, please provide the information requested below and return it to the Employment Service Center via:**

**Fax to:** (901) 576-6450

*Or*

**Mail to:** City of Memphis  
Employment Service Center  
125 N. Main, Room 1B-33  
Memphis, TN 38103

***COMPLETE ONE FORM FOR EACH SECRETARY VACANCY.***

**JOB ORDER #** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**SOCIAL SECURITY #** \_\_\_\_\_

**TELEPHONE#** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
HOME WORK CELL

***NOTE: It is important that you enter all of the information requested on this form. Register participants will not be contacted regarding any missing information.***